



STATE OF ALABAMA

DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 13-X-2247276

REQ. AGENCY : 999999
PURCHASING DIVISION
AGENCY REQ. NO. :
T-NUMBER : T020
DATE ISSUED : 10/24/12
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1502082
BUYER NAME : JENNIFER LORETZ

FOR: PRINTERS AND SCANNERS

BUYER PHONE NO. : (334) 242-7370-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 11/19/12 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 11/20/12 TIME: 5:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

VENDOR NUMBER
(MUST MATCH REGISTRATION)

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

BID (ITB) RESPONSE INSTRUCTIONS

REV: 03/31/11

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY
BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 AND AS AMENDED BY ACT 2012-491)

AS A CONDITION FOR AWARD OF THIS ITB, THE VENDOR ACKNOWLEDGES THE FOLLOWING:

"BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF ANY AGREEMENT THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM."

STANDARD TERMS & CONDITIONS

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VERIFICATION OF ENROLLMENT IN THE E-VERIFY PROGRAM WILL BE REQUIRED PRIOR TO ANY AWARD TO A VENDOR WHO EMPLOYS ONE OR MORE EMPLOYEES WITHIN THE STATE OF ALABAMA. E-VERIFY DOCUMENTATION SHOULD BE IDENTIFIED WITH THE BID NUMBER AND THE BUYER NAME. FAILURE TO PROVIDE DOCUMENTATION WITHIN 5 CALENDAR DAYS OF NOTIFICATION WILL RESULT IN THE REJECTION OF YOUR BID. TO ENROLL IN THE E-VERIFY PROGRAM VISIT WWW.DHS.GOV/E-VERIFY.

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

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INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

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ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS REQUIRED BY LAW.

PURPOSE:

ESTABLISH A CONTRACT FROM THE ITEMS LISTED FOR ALL STATE AGENCIES. CONTRACT PRICES ARE AVAILABLE TO ALL LOCAL GOVERNMENTAL AGENCIES.

AWARD:

AWARD WILL BE MADE BY LINE ITEM TO THE RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS AND OFFERING THE HIGHEST PERCENTAGE DISCOUNT.

DEFAULT:

WHEN A VENDOR DEFAULTS ON A CONTRACT/PURCHASE ORDER, THE STATE CAN PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS IN PRICE/HANDLING. THE VENDOR MAY BE BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD PER THE CODE OF ADMINISTRATIVE PROCEDURE.

QUOTES FOR PURCHASE:

AWARDED VENDOR(S) IS REQUIRED TO PROVIDE A WRITTEN QUOTE THAT INCLUDES THE CURRENT MSRP AND THE DISCOUNTED COST PER ITEM REQUESTED.

DELIVERY TIME FRAME:

ALL ITEMS ORDERED MUST BE DELIVERED TO THE "SHIP TO" ADDRESS SHOWN ON THE P.O. WITHIN THIRTY (30) DAYS OF VENDOR'S RECEIPT OF ORDER.

ADMINISTRATIVE FEE:

AWARDED BIDDER(S) SHALL PAY THE STATE AN ADMINISTRATIVE FEE FOR ALL SALES MADE UNDER THIS CONTRACT. THIS FEE SHALL BE ONE (1)% (0.01) OF THE TOTAL DOLLAR AMOUNT FOR ALL SALES. THE FEE WILL BE PAID EACH MONTH BEFORE THE 20TH AND WILL REPRESENT A SINGLE, ONE-TIME PAYMENT FOR ALL SALES MADE IN THE PRIOR MONTH AND AS ADJUSTED FOR ERRORS ASSOCIATED WITH EARLIER MONTHS. THIS FEE SHALL NOT BE LISTED AS A SEPARATE COST ON INVOICES. THE AWARDED BIDDER(S) WILL BE REQUIRED TO PROVIDE A SUMMARY REPORT EACH MONTH BEFORE THE 20TH LISTING SALES MADE

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DURING THE PRIOR CALENDAR MONTH. THIS REPORT IS TO INCLUDE THE CONTRACT NUMBER, PURCHASING ENTITY, SALES AMOUNT, AND FEE AMOUNT. A REPORT IS DUE EVEN WHEN THERE IS NO ACTIVITY. THIS REPORT SHALL BE SENT ELECTRONICALLY TO TELECOM.ADMIN@ISD.ALABAMA.GOV. A COPY OF THE THE SUMMARY REPORT SHALL ALSO ACCOMPANY THE PAYMENT.

REMITTANCE SHALL BE PAYABLE TO THE "STATE OF ALABAMA DEPARTMENT OF FINANCE" AND BE SENT TO:

ALABAMA DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING AND ADMINISTRATION
PO BOX 300658
MONTGOMERY ALABAMA 36130-0658

FOR INTERNAL INFORMATION ONLY: FEE DISTRIBUTION 50% TO THE STATE PROCUREMENT FUND AND 50% TO THE FINANCE ISD REVOLVING FUND.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE BID PRICES. DO NOT INCLUDE FREIGHT AS A SEPARATE LINE ITEM.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

OEM PRODUCT:

ALL EQUIPMENT MUST BE NEW FACTORY SEALED OEM PRODUCT SOURCED THROUGH MANUFACTURER AUTHORIZED DISTRIBUTION SOURCES AND CARRY THE ORIGINAL MANUFACTURER'S FULL WARRANTY. NO REMANUFACTURED, REFURBISHED, EXCHANGED OR REPAIRED PRODUCTS WILL BE ACCEPTED.

QUANTITY:

THE EXACT QUANTITY OF PURCHASES FOR EACH ITEM LISTED IS NOT KNOWN. THE DIVISION OF PURCHASING DOES NOT GUARANTEE THAT THE STATE WILL BUY ANY AMOUNT. ORDERS WILL BE PLACED BY AGENCIES AS NEEDED AND WILL GIVE COMPLETE SHIPPING INSTRUCTIONS.

BIDDABLE SITUATION:

BIDS MAY BE SOLICITED FOR ANY PRODUCT INCLUDED IN THIS CONTRACT WHERE AN IMMEDIATE/EMERGENCY NEED EXISTS, INCLUDING LARGE QUANTITIES. THE DECISION OF THE PURCHASING DIRECTOR AS TO WHAT CONSTITUTES A BIDDABLE SITUATION SHALL BE FINAL AND SHALL NOT BE CONSTRUED AS A BREACH OF CONTRACT.

PRICE SHEET

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: R1 / STATEWIDE					
00001	COMMODITY CODE: 205-47-056715 PRINTERS AND OPTIONS: BROTHER _____ % OFF MANUFACTURER'S CATALOG PER THE ATTACHED SPECIFICATIONS ***** PRICING INSTRUCTIONS: PERCENTAGE DISCOUNT TO BE ENTERED IN THE SPACE PROVIDED ON EACH LINE. THE UNIT PRICE COLUMN TO THE RIGHT IS FOR STATE USE ONLY *****	1	EA	_____	_____
00002	COMMODITY CODE: 205-47-056817 PRINTERS AND OPTION: CANON _____ % OFF MANUFACTURER'S CATALOG PER THE ATTACHED SPECIFICATIONS	1	EA	_____	_____
00003	COMMODITY CODE: 205-47-076933 PRINTERS AND OPTIONS: EPSON _____ % OFF MANUFACTURER'S CATALOG PER THE ATTACHED SPECIFICATIONS	1	EA	_____	_____
00004	COMMODITY CODE: 205-47-056816 PRINTERS AND OPTIONS: HEWLETT PACKARD _____ % OFF MANUFACTURER'S CATALOG PER THE ATTACHED SPECIFICATIONS	1	EA	_____	_____
00005	COMMODITY CODE: 205-47-056778 PRINTERS AND OPTIONS: KONICA MINOLTA _____ % OFF MANUFACTURER'S CATALOG PER THE ATTACHED SPECIFICATIONS	1	EA	_____	_____
00006	COMMODITY CODE: 205-47-056777 PRINTERS AND OPTIONS: KYOCERA _____ % OFF MANUFACTURER'S CATALOG PER THE ATTACHED SPECIFICATIONS	1	EA	_____	_____
00007	COMMODITY CODE: 205-47-056720 PRINTERS AND OPTIONS: LEXMARK _____ % OFF MANUFACTURER'S CATALOG	1	EA	_____	_____
PAGE TOTAL					_____

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	PER THE ATTACHED SPECIFICATIONS				
00008	COMMODITY CODE: 205-47-064093 PRINTERS AND OPTIONS: RICOH _____ % OFF MANUFACTURER'S CATALOG	1	EA	_____	_____
	PER THE ATTACHED SPECIFICATIONS				
00009	COMMODITY CODE: 205-47-056716 PRINTERS AND OPTIONS: SAMSUNG _____ % OFF MANUFACTURER'S CATALOG	1	EA	_____	_____
	PER THE ATTACHED SPECIFICATIONS				
00010	COMMODITY CODE: 205-47-064091 PRINTERS AND OPTIONS: XEROX _____ % OFF MANUFACTURER'S CATALOG	1	EA	_____	_____
	PER THE ATTACHED SPECIFICATIONS				
00011	COMMODITY CODE: 205-41-064165 SCANNERS AND OPTIONS: BROTHER _____ % OFF MANUFACTURER'S CATALOG	1	EA	_____	_____
	PER THE ATTACHED SPECIFICATIONS				
00012	COMMODITY CODE: 205-41-064170 SCANNERS AND OPTIONS: CANON _____ % OFF MANUFACTURER'S CATALOG	1	EA	_____	_____
	PER THE ATTACHED SPECIFICATIONS				
00013	COMMODITY CODE: 205-41-064171 SCANNERS AND OPTIONS: EPSON _____ % OFF MANUFACTURER'S CATALOG	1	EA	_____	_____
	PER THE ATTACHED SPECIFICATIONS				
00014	COMMODITY CODE: 205-41-065619 SCANNERS AND OPTIONS: FUJITSU _____ % OFF MANUFACTURER'S CATALOG	1	EA	_____	_____
	PER THE ATTACHED SPECIFICATIONS				
00015	COMMODITY CODE: 205-41-069637 SCANNERS AND OPTIONS: HEWLETT PACKARD _____ % OFF MANUFACTURER'S CATALOG	1	EA	_____	_____
	PER THE ATTACHED SPECIFICATIONS				
00016	COMMODITY CODE: 205-47-063995 SCANNERS AND OPTIONS: XEROX _____ % OFF MANUFACTURER'S CATALOG	1	EA	_____	_____
	PAGE TOTAL				_____

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PER THE ATTACHED SPECIFICATIONS

PAGE TOTAL

BID TOTAL

**INVITATION TO BID
FOR
PRINTER AND SCANNER CATALOGS**



**ISSUED BY
STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING**

October 15, 2012

SECTION I

ADMINISTRATIVE AND CONTRACTUAL INFORMATION

I.1. OBJECTIVE: The purpose of this Invitation to Bid (ITB) of the State of Alabama, herein referred to as State, is to establish a contract to be used by State agencies, political subdivisions, and local government agencies to purchase printers and scanners including accessories and options from the manufacturer's catalog at a percentage discount-off the Manufacturer's Suggested Retail Price (MSRP) as specified in ITB Price Sheet. The terms Bidder and Vendor are used interchangeably in this document and refer to the entity submitting a response to this ITB or awarded the contract. The term manufacturer refers to the printer/scanner manufacturer or printer/scanner hardware sold under the manufacturer's brand name.

I.2. ADMINISTRATIVE FEE: The awarded bidder shall pay each month to the Dept. of Finance an administrative fee in the amount of 1% for all sales made during the prior month. This 1% fee will be distributed as 1/2 % to Finance ISD Revolving Fund and 1/2% to the State Procurement Fund. Refer to the terms and conditions section of this bid for further instructions regarding reporting and remittance.

I.3. VENDOR ELIGIBILITY: The equipment manufacturer may bid direct or through a reseller. **A reseller who responds to this bid must provide a signed current letter from each manufacturer bid confirming:**

- 1) The reseller has at least six months experience as the manufacturer authorized reseller.
- 2) The reseller is authorized to sell from the manufacturer's catalog of Printer and or Scanner products at the discount percentage-off MSRP bid for each of the product lines in this ITB.

The state reserves the right to request verification of a reseller status or validation of the MSRP from the manufacturer.

I.4. RESPONSE SUBMISSIONS AND BID FORMAT: In addition to all other requested information, Vendors should also submit two (2) Microsoft Word or searchable PDF soft copies of their bid proposal including all attachments on CD, DVD or flash drive media for use during the bid evaluation. Bids should be in the same format and sequence as presented in this ITB. To facilitate the Vendor's response, a MS Word copy of this ITB can be downloaded from:

http://isd.alabama.gov/planning/documents/Printer_Scanner2013.doc

I.5. SECURITY STATEMENT: The State of Alabama information security policies apply to all users (State of Alabama employees, contractors, Vendors, and business partners) of any State-managed information resources. By accepting the award of this contract, the Vendor certifies to the State that all contractor and subcontractor personnel will comply with the State of Alabama information security policies, procedures and standards including any future information security policy changes or enhancements. The Vendor must ensure that personnel involved with any State agency project shall be advised of the confidential nature of information contained in State files as well as the safeguards required and criminal and civil sanctions due to non-compliance with federal and State statutes.

I.5.1. State Information Technology Security Policies, Standards and Guidelines are posted at <http://cybersecurity.alabama.gov/PoliciesStandards.aspx>.

I.5.2. Maintenance Cycle: Anytime it become necessary for a Vendor to access, remove or replace a component containing any State of Alabama data, the Vendor will be liable for ensuring the security of this information during the entire maintenance cycle.

I.6. **INQUIRIES:** Any questions that arise must be emailed to:

Jennifer Loretz, Buyer
Division of Purchasing
Email: Jennifer.Loretz@purchasing.alabama.gov

It is not permissible for any Vendor, or any entity working on behalf of a Vendor, to solicit information regarding this ITB from any government source (federal or State) other than from the official point of contact listed above. Any reported unauthorized solicitations for information are grounds for disqualification of the Vendor's bid.

I.7. **INSTALLATION:** The Vendor/manufacture must install all internal options or accessories placed on the purchase order with any electronic device purchased from this bid. Cost of equipment set-up and installation (including the removal of all debris) should be shown as an option. The cost of loading of customized software/images provided by the purchasing entity should be included in the bid response as an option.

I.8. **CONTRACT(S) PUBLICATION:** Awarded Vendor must establish an Account Management Team dedicated to the State with contact names, an 800 phone number, E-mail and fax number. The team must be accessible to provide quotes and answer ordering questions 8 am – 5 pm CT M-F. Written complaints by user agencies to the State that Vendor is non-responsive could result in cancellation of contract. The awarded Vendor may also want to provide and maintain a secure internet website dedicated to the State containing current contact information and a complete product offering of only the awarded products with contract pricing to facilitate sales to governmental entities covered by this contract. Vendor should update this website in a timely manner so the agencies may benefit from substitutions required for any equipment updates.

I.9. **EMPLOYEE DISCOUNTS:** If the equipment manufacturer supports employee discounts, employees of entities eligible to purchase from this contract will be eligible to purchase products at the manufacturer's employee discount. If the awarded vendor supports employee discounts, the vendor may, but is not required to also allow employees of entities eligible to purchase from this contract to be eligible for the contract discount rate.

I.10. **ITB AMENDMENT AND CANCELLATION:** The State reserves the unilateral right to amend this ITB in writing at any time. The State also reserves the right to cancel or reissue the ITB at its sole discretion. Any changes or modifications to this ITB will be made by a written addendum issued by the Department of Finance's Division of Purchasing. Vendors shall respond to the final written ITB and any exhibits, attachments, and addendums.

SECTION II

AWARD, SUPPORT AND FINANCIAL INFORMATION

II.1. **AWARD:** Award will be made to the responsible bidder meeting all the specifications and requirements of this ITB that provides the highest percentage discount off the manufacturer's MSRP product line bid. The percentage off discount bid rate applies to both to the product line bid and the product line options and accessories.

II.2. **DELIVERY TERMS:** Awarded Vendor must deliver all purchase order items within 30 calendar days after receipt of order (ARO). Awarded Vendor must deliver to the address shown on the purchase order. All items ordered from this contract must be delivered with all freight charges paid by the Vendor. Inside delivery is required. The State will not pay handling charges or other fees added to Vendor invoices.

II.3. **PRICING INFORMATION:** The pricing discount bid must not be predicated upon any temporary, seasonal or other promotional discount offers. This percentage discount is the minimum percentage-off MSRP. The awarded Vendor may offer a greater discount at any time. The greater discount must be offered to those eligible to purchase from this contract on purchases of the same products and quantities. Promotional or spot discount is permissible as long as the product meets the catalog ITB specifications and the percentage discount is greater than the percentage off discount price. Such promotional or spot discounts must be offered to all purchasers using this contract.

II.4. **PRIME CONTRACTOR RESPONSIBILITIES:** Awarded Vendor is responsible for delivery for all equipment, operating software, options and accessories, etc. regardless whether or not the Vendor is the original manufacturer. The Vendor must be the sole point of contact regarding contractual matters including the payment of any and all charges resulting from contract obligations.

II.4.1. **Peripheral Components:** All products supplied from the contract established from award of this ITB must be received with all applicable interface cables, power cords, installation and user manuals, driver software, and any other applicable items required for successful operation. The Vendor will be responsible for providing any missing components at their expense.

II.4.2. **Violations:** Violation of these requirements in any manner without the express written consent of the State will result in notification to the Vendor to correct all such discrepancies within five (5) workdays of notice. If the situation is not corrected or the violation occurs again during the term of the contract, the State may elect to cancel the awarded vendor contract with thirty (30) days notice. The State may elect to cancel the awarded vendor contract with cause immediately for repeated violations.

SECTION III

TECHNICAL SPECIFICATIONS

III.1. GENERAL REQUIREMENTS FOR BUSINESS PRINTERS/SCANNERS

The bid is based on the percentage discount off the manufacturer's MSRP. There is one percentage discount off MSRP for each manufacturer and product line as shown on the Price Sheet. The percentage discount off the MSRP bid for each product line includes:

III.1.1. MANUFACTURER'S CATALOG - The manufacturer's catalog of business office products includes those desktop and networked printers and scanners that would normally support the office environment. This contract is not intended for large format, industrial printers and scanners found in print shops.

III.1.2. OPTIONS / ACCESSORIES –Accessories include but are not limited to trays, envelope feeders, cleaning kits or other expendables (excluding toner, drums and paper). State Purchasing reserves the right to reject any options or accessories

III.1.3. WARRANTY – Printers/Scanners as shipped must include the standard manufacturer's warranty. Bidders may offer extended warranties as an option under III.1.2.

END OF ITB



INVITATION TO BID NO: 2247276 ADDENDUM NO: 01

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID ADDENDUM

FOR: PRINTERS AND SCANNERS

REQ. AGENCY : 999999
 PURCHASING DIVISION
AGENCY REQ. NO. :
T-NUMBER : T020
DATE ISSUED : 11/05/12
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1502082
BUYER NAME : JENNIFER LORETZ
BUYER PHONE NO. : (334) 242-7370

BID MUST BE RECEIVED BEFORE:
DATE: 11/19/12 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 11/20/12 TIME: 10:00 AM

PLEASE READ ALL INSTRUCTIONS CAREFULLY

THE FOLLOWING CHANGES ARE HEREBY ADDED TO AND MADE A PART OF
(INVITATION TO BID NUMBER 2247276)

THE PURPOSE OF THIS ADDENDUM IS TO CORRECT THE BID OPEN TIME TO
10:00 AM

* * * * * END OF ADDENDUM * * * * *

STATEMENT OF UNDERSTANDING

I UNDERSTAND THE ADDENDUM AND THAT, IF INDICATED, IT MUST BE SIGNED IN INK AND
RETURNED WITH THE BID OR SEPARATELY, PROPERLY IDENTIFIED AND RECEIVED PRIOR TO
DATE AND TIME SPECIFIED.

ADDENDUM NOTARIZATION
NOT REQUIRED

COMPANY NAME

AUTHORIZED SIGNATURE (INK)

MAIL ADDRESS

TYPE/PRINT AUTHORIZED NAME

CITY, STATE, ZIP

PHONE INCLUDING AREA CODE